



Utah Department of Health, Bureau of Child Development, Child Care Licensing
Out of School Time Program Renewal Application, Child Record Form

Program Name:

Date Review Completed: / /

Program Address:

Classroom Name/Age

Caregiver Name(s):

Please follow the attached instructions when completing this form. Complete one form for each class/group in the program. List all children enrolled in the class/group, including part-time children. **In order for you license to be renewed, this form must be accurately completed before your Announced Inspection takes place.** Your licensing Specialist will review this completed form as part of your Announced Inspection.

A completed Child Admission Form must include: child's full name; DOB; parents' name and contact information; names of authorized pick-up people (other than parents); name and phone number of emergency contact (if available); emergency medical transportation & treatment releases.

	1. Child's First Name	2. Child's Last Name	3. Child's Date of Birth (mm/dd/yyyy)	4. Completed Admission Form		5. Completed Health Assessment		6. Health Assessment Annually Updated		7. Completed Transportation Permission Form		
				YES	NO	YES	NO	YES	NO	YES	NO	N/A
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				YES	NO	YES	NO	YES	NO	YES	NO	N/A	
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